



Name \_\_\_\_\_ Social Security Number<sup>1</sup> \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Email Address \_\_\_\_\_  
Street Number PO Box

City \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City or town State Zip Code

Position desired \_\_\_\_\_ Department \_\_\_\_\_

Have you ever worked at MTU before?  Yes  No If so, give dates. \_\_\_\_\_

If hired, can you provide the documents required to prove that you are legally able to work in the U.S.?  Yes  No

If employed and you are under 18, can you furnish a work permit?  Yes  No

Do you have relatives, excluding a spouse, working here?  Yes  No If yes, state name and relationship \_\_\_\_\_

Have you ever been suspended, fired, or asked to resign from any position?  Yes  No If yes, give details \_\_\_\_\_

Do you have any felony charges pending?  Yes  No If yes, give details \_\_\_\_\_

Have you ever been convicted of any misdemeanor or felony, including alcohol or drug-related driving offenses? *Driving convictions such as operating while intoxicated, operating in the presence of drugs, operating without a license, etc., are generally misdemeanors or felonies and should be included.*  Yes  No If yes, give details \_\_\_\_\_

Note: A yes response to either of the above does not automatically disqualify a job applicant from further consideration. Each is evaluated individually, based on a number of factors including the nature of the crime, how long ago the crime and/or release from incarceration occurred, whether a sufficient or satisfactory work record had been established since the crime and/or release from incarceration, and the criteria of the position applied for.

**EDUCATION - Complete ALL relevant sections. Indicating 'See Resume' is NOT acceptable.**

| School Type | School Name/City | Major | Graduated - YES or NO<br>(If no, indicate the number of semester credits earned) | Degree Received and Date | School State or Country |
|-------------|------------------|-------|--|--------------------------|-------------------------|
| High School |                  |       |  |                          |                         |
| College     |                  |       |  |                          |                         |
| College     |                  |       |  |                          |                         |
| College     |                  |       |  |                          |                         |
| Bus/Tech    |                  |       |  |                          |                         |
| Other       |                  |       |  |                          |                         |

\* The disclosure of this number is voluntary. If hired, it is mandatory that you provide this number for withholding taxes, medical insurance, and identification purposes, pursuant to 26 USCA Sections 6051 and 3402 (F)(5). Special accommodations are available. If you require any auxiliary aids, services, or other accommodations to apply for employment at Michigan Tech University, please notify the Human Resources office.

**Employment History - Indicating 'See Resume' is NOT acceptable.** List all employment history, most recent first.

Employer \_\_\_\_\_ ( )  
Name Address Telephone

Date hired \_\_\_\_\_ Date left \_\_\_\_\_ Title of position \_\_\_\_\_  
(mm/yy) (mm/yy)

Specify work performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor \_\_\_\_\_

Full-time Part-time Hours/week \_\_\_\_\_

May we contact this employer if you are being considered for a position? Yes No

Employer \_\_\_\_\_ ( )  
Name Address Telephone

Date hired \_\_\_\_\_ Date left \_\_\_\_\_ Title of position \_\_\_\_\_  
(mm/yy) (mm/yy)

Specify work performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor \_\_\_\_\_

Full-time Part-time Hours/week \_\_\_\_\_

May we contact this employer if you are being considered for a position? Yes No

Employer \_\_\_\_\_ ( )  
Name Address Telephone

Date hired \_\_\_\_\_ Date left \_\_\_\_\_ Title of position \_\_\_\_\_  
(mm/yy) (mm/yy)

Specify work performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor \_\_\_\_\_

Full-time Part-time Hours/week \_\_\_\_\_

May we contact this employer if you are being considered for a position? Yes No

Employer \_\_\_\_\_ ( )  
Name Address Telephone

Date hired \_\_\_\_\_ Date left \_\_\_\_\_ Title of position \_\_\_\_\_  
(mm/yy) (mm/yy)

Specify work performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor \_\_\_\_\_

Full-time Part-time Hours/week \_\_\_\_\_

May we contact this employer if you are being considered for a position? Yes No

I certify that information given in this Application and related documentation is true and complete without qualification. I understand that Michigan Technological University ("Michigan Tech") may investigate my work and personal history and verify all data given on this Application, on related papers, and in interviews, and I authorize Michigan Tech to do the same. This inquiry may include information as to my character, general reputation and personal characteristics, and I consent to the conduct of this inquiry and to the consideration of any statements of references or former employers that are given in response to the inquiry. I authorize all individuals, schools and employers named, except as specifically limited on this application, to provide information requested about me without further notice to me, and I waive any right to notice, and I release them from liability for damages in providing this information. I understand and acknowledge that Michigan Tech is entitled to rely on the representations made by me in the hiring process, and therefore I understand and acknowledge that any misrepresentation or omission of fact by me can result in immediate discharge if deemed appropriate by Michigan Tech.

I also understand and acknowledge that, to the extent I am employed in any position by Michigan Tech, and except as may otherwise be required by an applicable collective bargaining agreement, my employment and compensation will be at the will of the University and can be terminated, with or without cause, and with or without notice, at any time at the option of either the University or myself. I further understand and agree that no manager, representative, agent or employee of Michigan Tech or any of its related businesses, other than its President, has now or has had in the past any authority to enter into any agreement for employment for any specified period of time, or to make any agreement which is contrary to or a modification of the above described employment relationship, and that any such agreement or representation must be in writing and signed by both myself and the University's President (or be required by an applicable collective bargaining agreement) in order for it to be effective. The exception to this understanding is that if I agree to be subject to the University's Termination Appeal Procedure pursuant to my acceptance as indicated on the University's "Acknowledgement of Receipt of University's Termination Appeal Procedure" form, then upon my successful completion of the applicable probationary period, my employment then may only be terminated if the University determines that it is no longer satisfied with my services as set forth by the Termination Appeal Policy. Further, I agree that the personnel policies and practices of Michigan Tech are not contracts and can be modified by the University at any time. I further understand and acknowledge that, as a part of the hiring process and throughout my employment, if hired, I may be required to submit to medical/physical examinations (which may include tests for drugs and/or alcohol) at the University's discretion and expense. And finally, I understand that upon my employment, as well as at times during my employment as determined necessary by the University, I may be required to agree to assignments of ownership or financial terms with respect to any discoveries, inventions or proprietary information that may be developed by me during my employment at the University.

In consideration of my employment, if hired, I agree not to commence any lawsuit relating to my employment or the termination of my employment with Michigan Technological University or any of its employees, managers, executives, board members, agents, or other representatives more than six months after the date of termination of my employment and to waive any statute of limitations contrary to this six month period.

### **Campus Security Policy and Campus Crime and Statistics Act**

The Higher Education Opportunity Act of 2008 (HEOA) requires that post-secondary institutions make certain disclosures to prospective employees. The Campus Security Policy and Campus Crime and Statistics Act information is disclosed to you as a prospective employee at Michigan Technological University in compliance with federal law. For additional information, including requesting a paper copy of any materials, please contact Public Safety and Police Services at 906-487-2216.

### **Equal Opportunity Statement**

Michigan Technological University is committed to a policy of affording equal opportunity to all of its employees, students, applicants for employment and applicants for admission without regard to race, religion, color, national origin, age, gender, sexual orientation, gender identity, height, weight, marital status, disabled veteran status, veteran status, or disability. The University is also committed to a policy of educating and employing disabled individuals and veterans without discrimination. These policies are to be implemented with due regard for the relative qualifications of all involved.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_